

Suggested Guidelines for Preparation of CJA-24 Voucher

Please see adjoining page for Transcript Rates and Court Reporter Contact Information

Block No.	Instructions
1	Enter District Code: HIXHO
2	Enter name of defendant/person represented
3	Enter Magistrate case number, if applicable
4	Enter District Court case number (<i>include defendant number, if applicable</i>)
5	Enter Court of Appeals case number, if applicable
7	Enter short case title
8	Select payment category
9	Select type of person represented
10	Enter Criminal Case Code: CC
11	Enter U.S. Code, Title, and Section
12	Examples include: Appeal, Trial, Motions, etc.
13	List specific dates of all proceedings to be transcribed. <i>If an appeal</i> , dates must conform with filed Transcript Designation and Ordering Form
14	Transcript rates and transcript proceedings requiring Special Authorization from the court must be designated in Blocks 14 B and C and initialed by the court
15	Print and sign your name; date; provide telephone number; check appropriate box
16	This block is for the court's signature
18	Enter name of court reporter, mailing address, and telephone number

Submit completed voucher(s) to the Financial Section of the Clerk's Office of the United States District Court, District of Hawaii. Approved/Denied vouchers may be picked up at the Clerk's Office upon notice from Financial. Counsel are responsible for timely service of CJA-24 vouchers. Preparation of transcript(s) will commence upon court reporter's receipt of court-authorized voucher(s).

Transcript Rates Schedule, effective May 5, 2003

Category	Delivery	Original (Includes free court copy)	First Copy	Each Additional Copy
Ordinary	30-day	3.30	.83	.55
Expedited	7-day	4.40	.83	.55
Daily	Next morning	5.50	1.10	.83
Hourly	Within 2 hours	6.60	1.10	.83
Realtime	Immediate	2.75	1.10	

Transcript Rates Schedule: Original and Copy rates are prescribed by the court, subject to maximum rates established by the Judicial Conference. Rates for digital transcripts are the same as allowed for paper transcripts. Advanced notice of a minimum of 72 hours is required for Daily and Realtime services. Certified Realtime Reporters (CRR) are permitted to sell Realtime unedited/uncertified transcripts, delivered electronically during proceedings or immediately following adjournment. Realtime unedited/uncertified transcripts are not intended to be used in subsequent proceedings for impeachment or for any other purpose, including further distribution. Arrangements for Realtime services require the purchase of a certified transcript at the Ordinary rates.

Court Reporter Contact Information

Court Reporters	Address	Phone Numbers
<i>Court Staff Reporters</i>	United States District Court P. O. Box 50131 Honolulu, HI 96850	
Stephen B. Platt	sp@hid.uscourts.gov	808 536-2699
Debra Chun, <i>Supervisor</i>	dc@hid.uscourts.gov	808 534-0667
Cynthia T. Fazio	cf@hid.uscourts.gov	808 533-0102
Gloria T. Bediamol	gb@hid.uscourts.gov	808 781-8256
<i>Per Diem Reporters</i>		
Sharon Ross	Court Reporters, Inc. Post Office Box 894434 Mililani, HI 96789	808 291-4935
Lisa Groulx	Post Office Box 102 Honolulu, HI 96810	808 225-5701
Ann Matsumoto	Post Office Box 235215 Honolulu, HI 96823	808 521-1877

Updated: July 12, 2007